OSF

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Date: December 6, 2002

To: Family Care CMOs

From: Greg Robbins, DHFS/OSF/CDSD

Subject: Latest Updated Encounter Reporting Information for CMOs

The BIS staff of DHFS Family Care is sending you a December, 2002 update to the Encounter Reporting packet originally sent to the Family Care CMOs on August 2nd, 2002. This introductory letter provides a brief overview of the updated attachments. Please review the changes carefully as some updates may affect the way your IT staff programs enhancements for Encounter Reporting. All the attachments are updated or new documents are described below.

UPDATED DOCUMENTS ATTACHED – Please replace the prior documents sent to you in August and October with these new updated attachments and review the changes carefully. Also, be sure to forward this email to your IT staff so they are aware of changes to any technical specifications:

- **Family Care Encounter Reporting Data Dictionary**. This document describes the various data elements contained in the encounter record you will extract and send to the State. *It's primarily intended as a technical document to assist the CMO IT personnel in creating an extract from your claims history data.* Changes to the attached updated dictionary are bolded to help you spot them. Here's a brief summary of the **new** changes as of December, 2002:

✓ New Header field: CMO:Submission_type
✓ Clarification of format for:
  - Data Source
  - Quantity
  - SPC
  - SPC subprogram Code

✓ Billing Provider Middle Name field is no longer required.
✓ Clarification of definition for Allowed Amount

- **Encounter Reporting Business Requirements Document.** This document has been newly updated for December, 2002. It describes the different claims transaction that Encounter Reporting will be receiving from you. It includes examples of the different transaction scenarios, some specific edit requirements, and assumptions with respect to business practice. *Please share these updated requirements with your IT staff as part of the technical specifications.* Updates are highlighted to help you spot them. Here's a brief summary of the **new** changes:

✓ *Adjustment transactions*: More detail clarification on Adjustments including which fields are mandatory and what each field is expected to contain.
✓ *Requirements for Member Share Transaction*: Charges for Cost Share, Voluntary Contributions and Room and Board should be NULL.

- **XML File Layout Changes.** The XML File Layout you received on August 2nd has changed. The new version has been finalized and is attached. The file attachment is named " CMO_submission". *The XML File Layout is primarily intended as a technical document to assist your CMO IT personnel in creating an extract from your claims history data.*

NEW DOCUMENTS ATTACHED – Please review these ***new*** documents and forward them to your IT staff so they are aware of this additional information:

- **CMO Encounter Record Edits.** This listing details every critical and non-critical edit that will be performed against your encounter extract records. The source document for this edit list is the *updated* Encounter Reporting Business Requirements document above. *This CMO Encounter Records Edits listing is primarily intended as a technical document to assist your CMO IT personnel in creating the encounter transaction records.*

DOCUMENTS THAT HAVE *NOT* BEEN UPDATED – The following documents have NOT been updated and are not included as attachments. Please reference the originals sent to you on August 2, 2002.

- **Family Care Encounter Reporting FAQ**. This FAQ *has not changed*. It's a compilation of the most common questions people have regarding Encounter Reporting. *It's a good first document for everyone to read.*

- **CMO Specific Assumptions & Issues.** This document describes the specific assumptions and issues that relate directly to your CMO. It has *not been updated*. Much of the information in this document was gathered from correspondence, discussions or visits with you or other CMO staff. *This is an important document for the CMO business office to review for accuracy. We are asking that each CMO validate these assumptions as correct.*

- **Project Timeline**. The Encounter Reporting implementation timeline *has not changed* and provides a high level view of all the remaining activities for Phase I and when they need to be completed. *This timeline is intended as a planning tool both for CMO management staff as well as your IT staff.*

Additional updates will be sent to you as this project progresses. If you have any questions, you can contact the BIS team member designated below for assistance.

STATUS UPDATE CMO CONFERENCE CALLS. Your BIS support person below will be contacting you shortly to set up a conference call to review the status of the project with you and to answer any questions.

TECHNICAL ASSISTANCE

The BIS team is available to provide technical assistance throughout the implementation of Encounter Reporting. Your support person will contact you within a few days, and from time to time thereafter, to see how things are going and to provide any technical assistance. Initially, they will be working with you on test plan development and verifying the data mapping to your claims system. If you have questions or need assistance, please feel free to give them a call. Each county has a support person designated to them for Encounter Reporting:

Milwaukee CMO:	**Jill Hoskins**; (608) 261-6843; HoskiJA@dhfs.state.wi.us
Fond du Lac CMO:	**Steve Harvancik**; (608) 267-9473: HarvaSS@dhfs.state.wi.us
Portage CMO:	**Marcie Perkins**; (608) 261-8886; PerkiME@dhfs.state.wi.us
Richland CMO:	**Russ Lutz**; (608) 261-8345; LutzR@dhfs.state.wi.us
La Crosse CMO:	**Steve Harvancik**; (608) 267-9473; HarvaSS@dhfs.state.wi.us
Kenosha County:	**Jill Hoskins**; (608) 261-6843; HoskiJA@dhfs.state.wi.us

If your support person is unavailable, feel free to call anyone on the list and they will try to assist you.

The BIS staff of DHFS-Family Care appreciates all the work the CMOs have done. We hope these updates are helpful as you plan your implementation. We look forward to providing assistance to you in any way we can.